

VOLUME 2  
JOINT TRAVEL REGULATIONS

CHANGE 449

Alexandria, VA

1 March 2003

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 March 2003 unless otherwise indicated.

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This change includes all material written in CAP items 41-02(E); 59-02(E); 60-02(E); 61-02(E) and 62-02(E) and editorial changes C02048 through C02054 and C03010. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 448 cover page.

BRIEF OF REVISION

These are the major changes made by Change 449:

Introduction. Revises to update instructions on how to obtain copies of the JTR.

C2500; C4661-B5; C4677-B; Appendix E. Changes the mileage rates for privately owned automobiles to \$0.36, motorcycles to \$0.275, and airplanes to \$0.955 effective 1 January 2003.

C4011. Clarifies the agreement requirements applicable in situation 9.

C8430; C8055. Moves par. C8430 HHG Transportation Between Local Quarters out of Section 3: To and Between OCONUS Permanent Duty Stations because HHG transportation between local quarters should not be limited to OCONUS PDS's. The par. is renumbered as par. C8055 and placed in Part A: General so that it encompasses all PDS's regardless of the locality.

C13225-A1. Indicates that a deduction for HHT days is made when TQSE is authorized for more than 30 days if TQSE is claimed for more than 30 days. A deduction for HHT days is not made if TQSE is authorized for more than 30 days but TQSE is claimed for 30 days or less.

C13225-A1, Example 1. Clarifies how a deduction is made for the number of days used for a house hunting trip. The current example is subject to misinterpretation.

Appendix A. Adds a definition of Transportation-in-Kind to the JTR. Since transportation-in-kind includes Government-procured transportation, some redundancy was removed from the JFTR.

Appendix A. Shows the U.S. Coast Guard's transition from the Department of Transportation to the Department of Homeland Security, signed into law on 11-25-02.

Appendix L; Appendix S. Merges U.S. Northern Command stood up at Peterson AFB, CO and Space Command with Strategic Command 1 October 2002. Thule, Greenland was changed from Space Command to European command.

Appendix O, T4040-E2. Authorizes reimbursement for ATM administrative fees when an ATM or personal charge card is used by uniformed members exempt from the requirement to use the Government charge card for official travel and an advance is provided by EFT. Under the current regulations such reimbursement is not allowed if an advance is provided by EFT.

Appendix O, T4020-B3. Explains that CTO use is mandatory DoD policy.

Appendix S. Adds Kathmandu, Nepal as a FEML location with Honolulu, Hawaii as the destination and Guantanamo Bay, Cuba with a destination of Jacksonville, Florida until 31 December 2004.

## VOLUME 2

### JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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435	C1B-3	438	C3-i	442	C4D-1	442	C4M-3	446	C6I-1
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447	C1B-9	410	C3A-5	435	C4E-1	428	C4M-9	445	C6J-3
447	C1B-11	436	C3B-1	435	C4E-3	441	C4N1-1	409	C6K-1
442	C1C-1	436	C3B-3	440	C4F-1	440	C4N1-3	446	C6L-1
447	C1D-1	447	C3C-1	440	C4G-1	449	C4N1-5	436	C6M-1
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443	C2A-9	442	C4-v	446	C4J-3	446	C4O-7	439	C7-1
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445	C2C-1	444	C4-ix	440	C4K-1	426	C4P-3	439	C7-5
439	C2C-3	446	C4-xi	420	C4K-3	420	C4R-1	439	C7-7
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444	C2D3-1	410	C4A-7	425	C4L-7	441	C6-i	446	C8B-1
447	C2E-1	410	C4A-9	436	C4L-9	445	C6-iii	446	C8B-3
440	C2E-2-1	449	C4A-11	435	C4L-11	448	C6-v	442	C8C1-1
447	C2E-3	449	C4A-13	444	C4L-12-1	448	C6-vii	440	C8C1-3
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436	C13C-1	449	A-19	448	O-5				
436	C13C-3	446	A-21	446	O-7				
428	C13D-1	438	A-23	449	O-9				
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448	C14-17	436	E-11	439	R-3				
429	C15-i	435	E-13	449	S-1				
422	C15A-1	435	E-15	449	S-3				
441	C15B-1	432	F-1	432	T-1				
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CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/pdrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a \* symbol placed next to the new or revised portion.

### FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

### \*HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed paper JTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JTR (NAVSOP P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.

- (a) ***For up to 3 copies***, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website [www.nll.navsup.navy.mil](http://www.nll.navsup.navy.mil), then go into P2003 search/order, fill out the MILSTRIP requisition on line.
- (b) ***For more than 3 copies***, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 4C449, Washington, DC 20350-1000. FAX COML 703-692-4900, or DSN (312) 222-4900.
- (c) ***For changes in distribution***, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.dtic.mil/perdiem/trvlregs.html>.

## PART I: MILEAGE RATES

### \*C2500 TDY AND LOCAL TRAVEL

Effective 1 January 2003 the mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	\$0.955
Automobile	\$0.36
Motorcycle	\$0.275
POC Use Instead of a Gov't-furnished vehicle when use of a Gov't furnished vehicle is advantageous to the Gov't	\$0.285
Partial reimbursement for POC use when employee is committed to use a Gov't-owned automobile or would not normally be authorized to use a POC due to availability of a Gov't automobile	\$0.105

***NOTE:*** Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis; see par. C2162-B.

### C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. the official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); **and**
2. the number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

### C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers X .62 miles/km = Miles*.

**EXAMPLE:** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

- c. exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;
- d. release for the Government's convenience (see **NOTE**), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;
- e. separation as a result of reduction in force;
- f. see par. C4005-C6 when employee's services not required for entire period of tour of duty.

**NOTE:** *Employees separated because of illness induced by misconduct or because of misconduct are not separated for the Government's convenience.*

2. **OCONUS.** In addition to the examples listed in par. U4009-B1, the following are acceptable reasons for OCONUS employees:

- a. the employee's immediate presence is required in the geographical locality in which actual place of residence is located because of an unforeseen emergency;
- b. completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group (**NOTE:** *Falsification of facts in connection with employment is not a reason beyond the employee's control.*); or
- c. there are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

**NOTE:** *The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.*

C. **Transfer to Other Department or Agencies.** Except as indicated in par. C4100-C, an employee, serving under a transportation agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

**NOTE:** *The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.*

## **C4010 DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS**

A record must be maintained in the employee's official personnel folder of transportation and storage entitlement, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

## **C4011 TRANSPORTATION AGREEMENT REQUIREMENTS**

The requirements of an agreement are premised on the status of the employee as outlined in the following table:



Situation	Agreement
1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet agreement eligibility conditions (par. C4002-B).	1. No agreement requirement
2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B).	2. Agreement required for tour of duty applicable to the OCONUS PDS where employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Person locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit entitlement (par. C4005-C3).	3. Agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3, item a).	4. Agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD component).	5. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.

<p>6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).</p>	<p>6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).</p>	<p>7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for entitlement to PCS allowances to the new PDS. A release from the period of service requirement for the convenience of the Government without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing entitlement upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p>
<p>8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C4105), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.</p>	<p>8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Entitlement under the completed tour of duty agreement remains unchanged.</p>

<p>*9. A DoD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, <b><i>does not perform renewal agreement travel</i></b> (par. C4105), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component.</p>	<p>*9. Agreement required to serve the period of service in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) the prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the last tour completed at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the last tour completed at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example # 1:</u> An employee completed an initial tour of 18 months at the old PDS. The initial tour at the new PDS is 36 months. An agreement is required to serve 18 months from the date of reporting for duty at the new PDS.</p> <p><u>Example # 2:</u> An employee completed a renewal tour of 18 month at the old PDS. The renewal tour at the new PDS is 24 months. An agreement is required to serve 12 months at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months.</p> <p>If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. A DoD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 4, Part D), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).</p>

#### C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS

A. General. To establish an employee's eligibility for certain travel benefits incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be executed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original transportation agreement or a faxed copy of the signed transportation agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of

Civilian Employees Outside CONUS (OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

C. Transportation Agreement for OCONUS Employees Other than School Teachers. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. employees transferred or assigned to an OCONUS PDS,
2. new appointees appointed to OCONUS positions (see par. C4051-C concerning appointments and assignments to the first PDS),
3. renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Transportation Agreement-Transfer of Professional School Personnel Outside CONUS (OCONUS). Department of Defense (DoD) Transportation Agreement-Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

E. Department of Defense (DoD) Transportation Agreement-Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

**NOTE:** The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

**EXAMPLE**

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount (MLA) \$65. Actual lodging cost at Jacksonville, FL, was \$40.

<b>Total Constructed Travel Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL)</b>		
1 round-trip air coach ticket (incl. federal tax paid by Government)	\$163.27	
Total taxicab expense at origin and destination point	9.00	
<b>Day of travel to Jacksonville, FL.</b> 75% of M&IE rate for Jacksonville, FL, plus lodging cost. \$25.50 (75% X \$34) plus \$40 lodging cost.	65.50	
<b>Day of Return to Boston, MA.</b> 75% of M&IE rate for Jacksonville, FL. \$25.50 (75% X \$34).	<u>25.50</u>	
<b>Total Constructed Cost</b>	<b>\$263.27</b>	<b>\$263.27</b>

<b>Total Cost of Actual Travel by Automobile</b>		
<b>Mileage &amp; Tolls.</b> 2325 Miles @ \$0.36 per mile (round-trip)	\$837.00	
Tolls	<u>12.00</u>	
<b>Total Transportation Cost</b>	<b>\$849.00</b>	<b>\$849.00</b>
<b>Per Diem For Travel to Jacksonville, FL</b>		
<b>Day of Departure (1st Day).</b> 75% of M&IE rate for lodging location on 1st day plus lodging cost. \$22.50 (75% X \$30) plus \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$57.50	
<b>Second Day.</b> M&IE rate for lodging location on 2 <sup>nd</sup> day plus lodging cost. \$30 plus \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	69.00	
<b>Third Day (Day of arrival at Jacksonville, FL.)</b> M&IE rate for Jacksonville plus lodging cost. \$30 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL \$99.	<u>70.00</u>	
<b>Per Diem Cost for travel to Jacksonville, FL</b>	<b>\$196.50</b>	<b>\$196.50</b>

Per Diem for Travel from Jacksonville, FL, to Boston		
<b>Day of Departure from Jacksonville, FL (1st Day).</b> M&IE rate for lodging location on 1st day plus lodging cost. \$30 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$69.00	
<b>Second Day.</b> M&IE rate for lodging location on 2nd day plus lodging cost. \$30 + \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	65.00	
<b>Third Day (Day of return to PDS).</b> 75% of M&IE (Same as rate for en route stopover point on 2nd day. \$22.50 (75% X \$30)	<u>22.50</u>	
<b>Per Diem Cost for travel from Jacksonville, FL to Boston</b>	<b>\$156.50</b>	<b>\$156.50</b>
<b>Total Cost of Actual Travel by Automobile</b>		<b>\$1167.30</b>

3. Since the cost for actual travel performed (i.e., mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

#### C. Mixed Modes

**NOTE:** All official travel must be arranged in accordance with par. C2207-A; C2207-B; and reimbursed in accordance with par. C2207-D.

##### 1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is entitled to:

- (1) the authorized mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, *and*
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the ordered travel.

b. The authorizing/order-issuing official may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the ordered travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the employee is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is entitled to:

- a. the authorized mileage rate for the distance traveled by POC,

1. Employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$30 equals \$75 (does not exceed the TDY location \$90 maximum per diem rate).

2. **Constructed Cost:** Applying the \$75 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of \$225 for Friday, Saturday and Sunday (\$75 per day x 3 days = \$225).

3. **Actual Cost:**

Per diem for day of return to the PDS on Friday 75% of \$30	\$ 22.50
Cost of round-trip transportation	\$140.00
Per diem for day of travel to TDY location (75% of \$30) + \$45	\$ 67.50
<b>Total</b>	<b>\$230.00</b>

4. Since the actual cost of per diem and the transportation (\$230.00) for travel to the PDS and return exceeds the constructed cost of per diem (\$225) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed \$225.

5. Using the same example, in a situation in which an employee accompanies another employee who is driving a POC, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of \$230.00. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. **NOTE:** *Mileage is not paid to the passenger. See par. C4661-B5.*

6. If each employee's per diem is taken into account, the maximum per diem payable would be \$450 (\$75 x 3 days = \$225 x 2 employees).

7. If the round-trip transportation cost for the two employees is \$140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$320) (\$22.50 per diem for Friday + \$67.50 per diem for Sunday = \$90 x 2 people = \$180 per diem + \$140 transportation = \$320) is payable. The driver receives \$230 and the passenger receives \$90. There also is a \$130 savings to the Government (\$450 - \$130).

### EXAMPLE 3

1. An employee is assigned to a TDY location. The travel order does not require the employee's daily return to headquarters. The employee voluntarily travels to the place of abode each workday. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.

2. If the employee had remained at the TDY location, the employee could have incurred lodging costs of \$40 per day and would have been authorized per diem of \$70 (\$30 + \$40), which is within the TDY location \$90 maximum per diem rate.

3. The \$70 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	Depart PDS	0600
Mon	10/15	return PDS	1830
Tues	10/16	depart PDS	0600
Tues	10/16	return PDS	1830

Wed	10/17	depart PDS	0600
Wed	10/17	return PDS	1830
Thurs	10/18	depart PDS	0600
Thurs	10/18	return PDS	1830

**\*PER DIEM AND MILEAGE FOR ACTUAL TRAVEL PERFORMED**

Mon	10/15	75% of \$30 (M&IE Rate) (par. C4553-D)	\$22.50
Tue	10/16	75% of \$30 (M&IE Rate)	22.50
Wed	10/17	75% of \$30 (M&IE Rate)	22.50
Thurs	10/18	75% of \$30 (M&IE Rate)	22.50
Four round trips of 150 miles each @ \$0.36 per mile			\$216.00
<b>Total Per Diem &amp; Mileage for Actual Travel</b>			<b>\$306.00</b>

**\*CONSTRUCTED COST TO THE GOVERNMENT**

Mon	10/15	75% of \$30 (M&IE Rate) plus \$40 (Lodging cost)	\$62.50
Tue	10/16	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Wed	10/17	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Thurs	10/18	75% of \$30 (M&IE Rate)	22.50
One round trip of 150 miles @ \$0.36 per mile			\$ 54.00
<b>Total Constructed Cost</b>			<b>\$279.00</b>

**The employee is authorized \$279.00 since it is the lesser amount.**

**EXAMPLE 4**

<b>AEA Comparison</b>		
Sun	10/7	Arrive TDY AEA Authorized NTE \$90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.
2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to \$270.00, i.e., what the employee would have been paid for remaining at the TDY location.
3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.



**PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)****C6200 APPLICABILITY**

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B).

**C6201 AUTHORIZATION OF TRAVEL**

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under par. C6201-B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

**C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES****A. DoD Component Responsibilities**

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.

3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C4051-E. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

**B. Interviewee Responsibilities**

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.

3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued.

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

## **C6203 ALLOWABLE REIMBURSEMENTS**

### **A. Allowable Expenses**

1. Expense Limitation. A DoD component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DoD employee traveling on official business, except for the expenses listed in par. C6203-B.

2. All or Part of Expenses. A DoD component may pay all or part of pre-employment travel expenses. A DoD component electing to pay only subsistence/only common carrier transportation costs must pay the full amount to which a DoD employee would be entitled for authorized expenses. Paying less than the full reimbursement for common carrier tickets could make the interviewee ineligible for Government discounts.

### **B. Unallowable Expenses.** A DoD component shall not pay expenses for:

1. communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and

\*2. hire of a room as defined in par. C4720-B4e.

## **C6204 FUNDS SOURCES**

### **A. Travel Expense Payment**

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

### **B. Unallowable Sources**

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

## **CHAPTER 8**

### **HHG TRANSPORTATION**

#### **PART A: GENERAL**

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<b>C8005</b>	<b>PROCEDURAL REQUIREMENTS</b>
<b>C8010</b>	<b>HHG SHIPMENT EXPENSES</b> A. Government Paid Expenses B. Employee Paid Expenses
<b>C8015</b>	<b>HHG SHIPMENT ORIGIN OR DESTINATION</b>
<b>C8020</b>	<b>UNACCOMPANIED BAGGAGE</b> A. General B. Weight Allowance C. Transportation D. Air Transportation (Expedited Mode) to, From, or between OCONUS PDSs
<b>C8025</b>	<b>HHG TRANSPORTATION AND STORAGE DOCUMENTATION</b> A. Form and Voucher Preparation B. Documents
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<b>C8035</b>	<b>LOSS OR DAMAGE CLAIMS</b>
<b>C8040</b>	<b>EXTRAORDINARY OR SUBSTANTIAL VALUE ITEMS</b>
<b>C8050</b>	<b>EMPLOYEE MARRIED TO UNIFORMED SERVICE MEMBER</b>
<b>C8055</b>	<b>HHG TRANSPORTATION BETWEEN LOCAL QUARTERS</b> A. Authorized Transportation B. Local Transportation Costs

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<b>C8105</b>	<b>NET WEIGHT DETERMINATION</b> A. Crated Shipments B. Uncrated Shipments C. Containerized Shipments D. Constructive Weight
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- C8405 MULTIPLE SHIPMENTS**
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- C8415 RETURNED HHG SHIPMENT RESHIPED TO OCONUS PDS**
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<b>C8900</b>	<b>STORAGE BETWEEN SCHOOL YEARS</b>
<b>C8905</b>	<b>NTS DURING DODDS EMPLOYEE EXTENDED LEAVE</b>

1. Travel Order. Travelers should be prepared to attach one or more copies of the travel order to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

2. Documentation

a. The following documentation must be attached to the voucher:

- (1) paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (2) paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted*** and
- (3) an official weight certificate/authenticated weight designation.

b. Constructive weight may be used when:

- (1) proper weighing facilities are not available at origin/any point en route/destination, or
- (2) the partial load weight cannot be obtained at origin/en route/destination.

### C8030 MISROUTED SHIPMENTS

**HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.**

### C8035 LOSS OR DAMAGE CLAIMS

Submission procedures for HHG loss or damage claims are provided in Service regulations.

### C8040 EXTRAORDINARY OR SUBSTANTIAL VALUE ITEMS

Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme value or sentiment are not given special security even though extra-value insurance may be purchased.*** The net weight of such shipments shall be charged against the employee's weight allowance.

### C8050 EMPLOYEE MARRIED TO UNIFORMED SERVICE MEMBER

An employee married to a member is entitled to HHG transportation and storage. ***However***, when both spouses are relocated between the same old and new PDS the employee's entitlement is limited to the HHG that are not shipped and/or stored under the member's entitlement (B-202023, December 4, 1981).

### \*C8055 HHG TRANSPORTATION BETWEEN LOCAL QUARTERS

A. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, April 22, 1959; 52 Comp. Gen. 293 (1972)).

***NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.***

**B. Local Transportation Costs**

1. Local transportation costs are charged to the command authorizing the transportation.
2. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.
3. If an adequate scale is not available, the excess weight is determined by using the constructive weight (see par. C8105-D).
4. The 18,000-pound limitation (par. C8100) and the 4,500-pound limitation (par. C8110-A) do not apply to this HHG transportation authorized.



**\*PART C: HHG SHIPMENT****SECTION 3: TO AND BETWEEN OCONUS PERMANENT DUTY STATIONS****C8400 GENERAL**

OCONUS HHG shipment may be authorized between the same points as dependent movement in par. C7002.

**C8405 MULTIPLE SHIPMENTS**

When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized shipment of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

**EXAMPLE:** An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG shipment of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for shipment of additional HHG from the actual residence to the new PDS is limited to 14,000 pounds net weight.

**C8410 SHIPMENT FROM A WEIGHT-RESTRICTED AREA**

If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG shipment may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG shipment does not exceed the authorized weight limit for the new PDS.

**C8415 RETURNED HHG SHIPMENT RESHIPED TO OCONUS PDS**

HHG returned to CONUS or the actual residence may not be shipped back to that OCONUS PDS during a continuous period of OCONUS employment unless the return to CONUS or the actual residence is for reasons beyond the employee's control and the shipment back to the OCONUS PDS is authorized/approved by the Headquarters of the DoD Agency concerned. If HHG are shipped back to the OCONUS PDS, a new transportation agreement is not required.

**C8420 CONSUMABLE ITEMS SHIPMENT**

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable items may be shipped, is entitled to a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. Under no circumstances shall the weight of HHG stored at Government expense plus the weight of HHG (including consumable items) shipped at Government expense exceed the maximum weight allowance of 18,000 pounds net weight.
3. The employee's PCS orders should show the consumable items authorized weight allowance (see Appendix F).
4. Consumable items are transported like HHG.

**C8425 TIME LIMITATIONS**

HHG shipment time limitation is 2 years from the date the employee reports (i.e., the date the employee actually

reports to work) to the PDS. If OCONUS HHG shipment is delayed, subsequent HHG shipment must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. **NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.** For a HHG shipment that is delayed incident to successive PCS assignments, see par. C4106.

4. Termination of Temporary Quarters Eligibility Period. The temporary quarters period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Quarters. If the temporary quarters have meal preparation facilities available and they are used, the cost for groceries consumed on a daily basis is allowable. Claims must show total amount for each daily meal.

## C13220 RECEIPTS AND SUPPORTING DOCUMENTATION

### A. Receipts and Supporting Statement.

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C13220-A2 and C13220-A3.

2. Receipts. Receipts are required:

- a. for quarters costs paid, showing location, dates, and by whom occupied;
- b. for any single expense of \$75 or more (including meal expenses).

3. Supporting Statement. The supporting statement must include:

- a. the cost of each meal, for each day, by date, and where and by whom consumed;
- b. travel status and temporary quarters occupancy (for subsistence expense purposes) that occur the same day, the date and time of arrival and/or departure at the temporary quarters location; and
- c. the date that permanent quarters occupancy starts, or the date that HHG are moved into quarters.

B. Submitting Claims For TQSE(AE). For convenience, claimants should use the suggested format, shown in Part D of this Chapter for claiming reimbursement and to record actual subsistence expenses.

## C13225 COMPUTATION

### A. TQSE(AE) Calculation

\*1. HHT Deduction. If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid or reimbursed (on either a lodgings plus or fixed HHT) are deducted from the first 30-day authorized TQSE(AE) period. See par. C4107 for HHT. For example, if an employee is:

- a. paid for 5 days of a HHT, then deduct 5 days from the first 30-day period of authorized TQSE(AE);
- b. paid for 6.25 days of a HHT, then deduct 6 days from the first 30-day period of authorized TQSE(AE);  
or
- c. reimbursed for 10 days of a HHT, then deduct 10 days from the first 30-day period of authorized TQSE(AE).

## EXAMPLES

**\*1. Authorized 10 days for HHT (Lodgings-Plus Method) and 60 days TQSE(AE).** Used 9 days for the HHT.

Pay for 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (*Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.*

**First 21 days\* TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C13225-A2c.

**Next 30 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

**Employee was authorized an additional 60 days TQSE(AE) under par. C13210-B.** Employee occupied temporary quarters for the additional 60 days. Reimburse actual expenses (par. C13215-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the 2<sup>nd</sup> 30 days.

**NOTE:** \* *The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE).*

**The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE)**.

**2. Authorized 10 days for HHT (Lodgings-Plus Method) and 30 days for TQSE(AE).** Used 5 days for the HHT and occupied temporary quarters for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary quarters were occupied (entitlement for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

**27 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

**3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C4107-O2b)) and 60 days for TQSE(AE).** Used 10 days for the HHT and occupied temporary quarters for 58 days.

Pay HHT allowances as authorized under par. C4107-O2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first 30 day period of authorized TQSE(AE) - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C4107-O2b).

**First 25 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

**Next 30 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

**NOTE:** *The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a househunting trip.*

**4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C4107-O2a)) and 60 days for TQSE(AE).** Used 10 days for the HHT and occupied temporary quarters for 65 days.

Pay HHT allowances as authorized under par. C4107-O2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE) – the deduction is 6 days when HHT (Fixed Amount) is paid under par. C4107-O2a).

**First 24 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

**Next 30 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

**5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C4107-O2a) and 25 days TQSE(F) for employee and dependents (C13330).** Used 8 days for the HHT and occupied temporary quarters for 20 days.

Pay HHT as indicated in par. C4107-O2a and TQSE(F) for 25 days as indicated in par. C13320.

***NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.***

**6. Initially Authorized a 10-day HHT (Lodgings-Plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B.** Used 10 days for a HHT and occupied temporary quarters for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE)).

**First 20 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

**Next 30 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. For CONUS, use the \$85 Standard CONUS per diem rate.

b. OCONUS. For OCONUS, use the locality per diem rate (see <http://www.dtic.mil/perdiem/opdrform.html>).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee) the daily rate shall not exceed the maximum per diem rate.\*

(2) Spouse Accompanying the Employee. For a spouse who accompanies an employee, the daily rate shall not exceed 75% of the daily maximum per diem rate.\*

(3) Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 75% of the daily maximum per diem rate.\*

(4) Dependents under 12 Years of Age. For each dependent who is under 12 years of age, the daily rate shall not exceed 50% of the daily maximum per diem rate.\*

***NOTE: If the temporary quarters are occupied in CONUS, the maximum daily rates for the first 30 days (based on the daily per diem rate of \$85) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are \$85, \$63.75, \$63.75, and \$42.50, respectively.***

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee), the daily rate shall not exceed 75% of the daily maximum per diem rate.\*\*

(2) Spouse Accompanying the Employee. For a spouse who accompanies the employee, the daily rate shall not exceed 50% of the daily maximum per diem rate.\*\*

(3) Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 50% of the daily maximum per diem rate.\*\*

(4) Dependents under 12 Years of Age. For each dependent under 12 years of age, the daily rate shall not exceed 40% of the daily maximum per diem rate.\*\*

**\*\*NOTE:** *If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$85) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are \$63.75, \$42.50, \$42.50, and \$34 respectively.*

e. 60-120 Days. When the order-issuing authenticating official authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days shall be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. *The total period of time for which TQSE(AE) may be paid may never exceed 120 days.*

#### B. Computation Examples

1. TQSE(AE) Calculation Chart. The \$85 per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary quarters are in CONUS. Use the applicable locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html> when temporary quarters are located OCONUS.

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
\$85	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
<b>Employee or Unaccompanied Spouse</b>	\$85	\$85	$\$85 \times .75$	\$63.75
<b>Accompanied Spouse</b>	$\$85 \times .75$	\$63.75	$\$85 \times .50$	\$42.50
<b>Dependent 12 and older</b>	$\$85 \times .75$	\$63.75	$\$85 \times .50$	\$42.50
<b>Dependents Under 12</b>	$\$85 \times .50$	\$42.50	$\$85 \times .40$	\$34

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$85 times 5 days, totals \$425. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$440) TQSE(AE) is limited to \$425. In a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis, an amount per day is apportioned.

3. TQSE(AE) Example 2. The order-issuing authority authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

- E. individually owned or specially issued field clothing and equipment;
- F. an official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE:** Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

**PROPORTIONAL MEAL RATE:** The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RENEWAL AGREEMENT TRAVEL.** See **PERMANENT DUTY TRAVEL.** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty*. See Chapter 4, Part D, for eligibility and limitations.

**RESERVE COMPONENT.**

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
  - 1. Office of the Secretary of Defense,
  - 2. Washington Headquarters Services,
  - 3. Organization of the Joint Chiefs of Staff,
  - 4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or

D. Designated representative for any of the above.

**\*SECRETARY CONCERNED.** As defined in 37 U.S.C. §101(5), the Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SEPARATE DEPARTMENT.** See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

**SEPARATION TRAVEL.** See *PERMANENT DUTY TRAVEL*.

**SERVICES.** See *UNIFORMED SERVICES*.

**SHORT DISTANCE MOVE.**

A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS.

See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** (Also see *EMPLOYEE, DISABLED*.) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

**STANDARD CONUS PER DIEM RATE.**

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE.** The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

**SUBSISTENCE EXPENSES.** See *PER DIEM ALLOWANCE*.



**TEACHER.** A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 U.S.C. §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**TEMPORARY DUTY (TDY).** Duty at one or more locations, away from the PDS, under orders providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

**TEMPORARY DUTY (TDY) LOCATION.** See **TEMPORARY DUTY STATION**.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

#### TEMPORARY STORAGE

Now referred to as "*storage in transit*" (SIT). See Chapter 8, Part D.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

**TERRITORY OF THE UNITED STATES.** (Also see *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*.) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States.

***NOTE:*** "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation. (See Chapter 4, Part O.)

**TRANSPORTATION, HHG.** The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. ***NOTE:*** Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

**\*TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:*** The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 U.S.C. §5564 and is in accordance with Service regulations.

***NOTE 2:*** Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.

**TRANSPORTATION REQUEST.** A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. ***NOTE:*** GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

## APPENDIX E

## INVITATIONAL TRAVEL ORDERS

## PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. *Use of the sample format is not mandatory.*

## INVITATIONAL TRAVEL ORDER

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus  
See below for travel by Privately-Owned Conveyance

☐ The order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this order.

☐ Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

☐ To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and

(b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

**\*Effective 1 January 2003**

☐ You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.36 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

**Receipts:** Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF. Authorizing/order-issuing officials;
- d. Air Force Reserve Members:
  - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
  - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
  - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Authorizing/order-issuing official.
- 7. National Oceanic and Atmospheric Administration Corps: Authorizing/order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Combatant Commands:
  - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
  - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
  - \*c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Blvd., Peterson AFB, CO 80914-3302;
  - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
  - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
  - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
  - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
  - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91<sup>st</sup> Ave., Miami, FL 33172;
  - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
- 10. Special Operation Commands:
  - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOFJFCOM NORFOLK VA//RM/J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
- h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- i. Commander, Special Operations Command South, Attn: RM, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOSOUTH PUERTO RICO//RM/J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782. Email address: J8@socso.southcom.mil;
- j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil;
- k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools:

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
- c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

## APPENDIX O

## TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

## T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

## T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites <http://www.dtic.mil/perdiem/opdrform.html>, and <http://www.dtic.mil/perdiem/pdrform.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

## T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).

2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.

\*3. It is **mandatory** that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

- a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

- b. must use coach class, unless a medical condition or mission timing requires premium class,
  - c. shall **not** use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.
8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
  - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
  - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.
10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use Policy. It is DoD **mandatory policy** that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

### B. Requirements

- 1. When making travel arrangements, travelers should use the following:
  - a. services available under a TMS (see Appendix A), or



**JOINT TASK FORCE OPERATIONS TDY OPTIONS****SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

**SUBSIST ABOARD GOVERNMENT VESSEL 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

***NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

Table 1. Deployment - Joint Operations TDY Options

**D. Lodging Overnight Not Required**

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

*Effective 26 September 2002*

**E. Miscellaneous Expenses**. Travelers are to receive reimbursement for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

\*2. ATM Fees

a. Applicable to uniformed members. Administrative fees for ATM use to obtain money with:

(1) the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: [http://www.dtic.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dtic.mil/comptroller/fmr/09/09_03.pdf), for information on personnel exempt from the requirement to use the Government charge card;

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

***NOTE:*** *Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;*

**\*APPENDIX S**

**AUTHORIZED FEML LOCATIONS/DESTINATIONS**

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 November 2002, for civilian employees and their dependents*:

<b>Authorized FEML Location</b>	<b>Command Region</b>	<b>Authorized Destination</b>	<b>Recertification Due Date</b>
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Costa Rica, San Jose	Southern	Miami	31 March 2004
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	31 October 2004

Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa	European	Frankfurt	1 January 2003
Greenland, Thule *	European	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003

Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
Nicaragua	Southern	Miami	31 May 2003
Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	1 January 2003
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	1 January 2003
Qatar	Central	Frankfurt	31 October 2004
Romania	European	Frankfurt	1 January 2003
Russia, Moscow	European	Frankfurt	1 January 2003
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa	European	Frankfurt	1 January 2003
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	1 January 2003
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	1 January 2003
Turkey, Ankara	European	Frankfurt	1 January 2003
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	1 January 2003
Ukraine, Kiev	European	Frankfurt	1 January 2003
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	31 May 2003
Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	31 May 2003

Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe	European	Frankfurt	1 January 2003

\* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo.